

CIA INTERNAL USE ONLY

- 7 JAN 1955

U-R-G-E-N-T

MEMORANDUM FOR: Chief, Planning and Analysis Staff

THRU: Deputy Chief, Plans Branch

SUBJECT: Form No. 45, Fitness Report

1. The undersigned has received two separate calls today from Mr. ^{25X1A9a} [redacted] of the Forms Management Branch, MS, and Mr. ^{25X1A9a} [redacted] of the Logistics Office, requesting that they be permitted to reprint the present version of the headquarters Fitness Report. Agency components have made a heavy run on existing stock of the form necessitating its immediate reorder.

2. The undersigned understands that certain revisions to the form are contemplated and was instructed to hold any orders for reprinting. If this particular order is withheld, however, Agency components will be without Fitness Reports for an unknown period of time due to the lag in stocking.

3. Logistics states they need ^{25X9A2} [redacted] forms minimum to control requests coming in. I would concur in their ordering the form considering the situation.

4. If you concur, the undersigned will inform the persons named above to go ahead with processing the requisition.

25X1A9a

U R G E N T

Office of Personnel
Forms Management Program
MASTER FILE COPY

CIA INTERNAL USE ONLY

more.
[redacted] 25X1A9a
Run at 7 Jan